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Minutes

Provost's Advisory Group (formerly Council of  
Deans)

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1994

November 29, 1994

Council of Deans

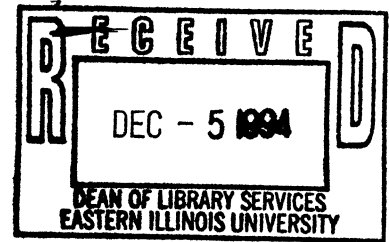
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**MINUTES  
COUNCIL OF DEANS' MEETING  
November 29, 1994**

Present: Ivarie, Joley, Johnson, Ebdon, Moore, Lanham, Hine, Williams, Hill, Weidner

**1. Continuing Education Adjunct Faculty**

Dean Hine discussed problems encountered by Continuing Education in staffing classes and how adjunct faculty could help increase the number of classes offered. There was general discussion of how a pool of qualified adjunct faculty could be identified, benefits to departments in using adjunct faculty and how deans could assist the School of Adult and Continuing Education.

**2. CUPB Draft Document**

The Council of Deans was asked to review the draft document covering composition, structure and functions of CUPB and provide recommendations to the President's Council. Recommendations for changes were discussed and will be submitted to President's Council.

**3. Fees for 1995-96**

All proposed changes in fees for 1995-96 must be submitted to Vice President Hencken's office no later than January 17, 1995.

**4. Draft Policy - Determining Chair Candidate Acceptability**

A revised draft of the Chairs' Internal Governing Policy to include the committee's recommendation on determining chair candidate acceptability was distributed and discussed. The four college deans will meet to review the draft and submit recommended revisions.

**5. Spring Schedules**

Priority class needs for spring 95 were discussed. Dr. Evans and Dean Moore will contact deans about general education needs. Dean Moore asked deans to encourage chairs to add seats to sections where possible and to add all sections possible to the original class schedule.

**6. Course Charge Fees**

Deans were asked to make chairs aware of the new policy regarding student notification of course fees. All course or testing fee changes should be submitted to Academic Affairs by February 10.

## Other

Faculty responsibility in classes was discussed and deans were asked to review the final exam policy with department chairs.

Budget issues were discussed.

The Records Office has received a request from a student getting a second bachelors degree who wants to graduate with distinction. After discussion it was decided that a policy should be developed instead of acting on an individual basis. The student will be asked to send the request to the VPAA office.

The next meeting of the Council of Deans will be on Tuesday, December 6 at 9:00 a.m. in the BOG Room of Booth Library.

Suzanne Walden  
Recording Secretary